



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING MINUTES
THURSDAY, DECEMBER 15, 2022
11:00 am – 1:00 pm
CITY OF NEWARK

IN ATTENDANCE:

MEMBERS:

Diana Reed, Town of Elsmere*
Valerie Heritage, Town of Smyrna*
Ashley Walls, City of Dover *
Tara Schiano, City of Newark

Danielle Mapp-Purcell, City of Newark
Nichol Scheld, City of Newark
Rachel Engle, City of Dover
*Officer

CALL TO ORDER

President Reed called the meeting to order at 11:14 a.m.

APPROVAL OF MEETING MINUTES (06/16/2022)

Valerie moved to approve the Quarterly Business Meeting minutes of June 16, 2022. The motion was seconded by Tara and unanimously carried.

APPROVAL OF THE TREASURER'S REPORT

Ashley moved to approve the Treasurer's Report. The motion was seconded by Tara and unanimously carried.

COMMITTEE REPORTS

- a. Audit
Diana & Valarie reviewed the 2021 Audit with the members and stated that everything looks very good.
- b. Clerk of the Year
No new update
- c. Education
No new update
- d. Nominating
No new update.
- e. Scholarship
Diana stated that the scholarships had been awarded already for this year.
- f. Web Development
Ashley stated that she is working on the new edition of the Newsletter for February 23'.
- g. Region II Conference
Valarie gave an update on the 2024 Region II Conference. She stated that the committee is looking at places in Sussex County such as the Hyatt. Valarie stated that Tracy is going to be reaching out to Julie at IPA in regards to training.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Special Election for Vice President

Diana stated that there will be a Special Election at the March meeting for the Vice President seat. Valarie stated that she was interested in the seat and will be submitting a letter of interest.

b. Region II Update

This was discussed earlier during the Region II Conference Committee report.

Upcoming meetings are scheduled as follows:

- ✓ March 16, 2023 - Virtual
- ✓ June 15, 02023 - Sussex County
- ✓ September 21, 2023 - Virtual
- ✓ December 1, 2023 - City of Dover

ADJOURNMENT

The meeting adjourned at 11:40 a.m.

Transcribed by:

Ashley Walls

Secretary, DMCA